

INDEX TO VOLUME 8

College AND UNIVERSITY Business

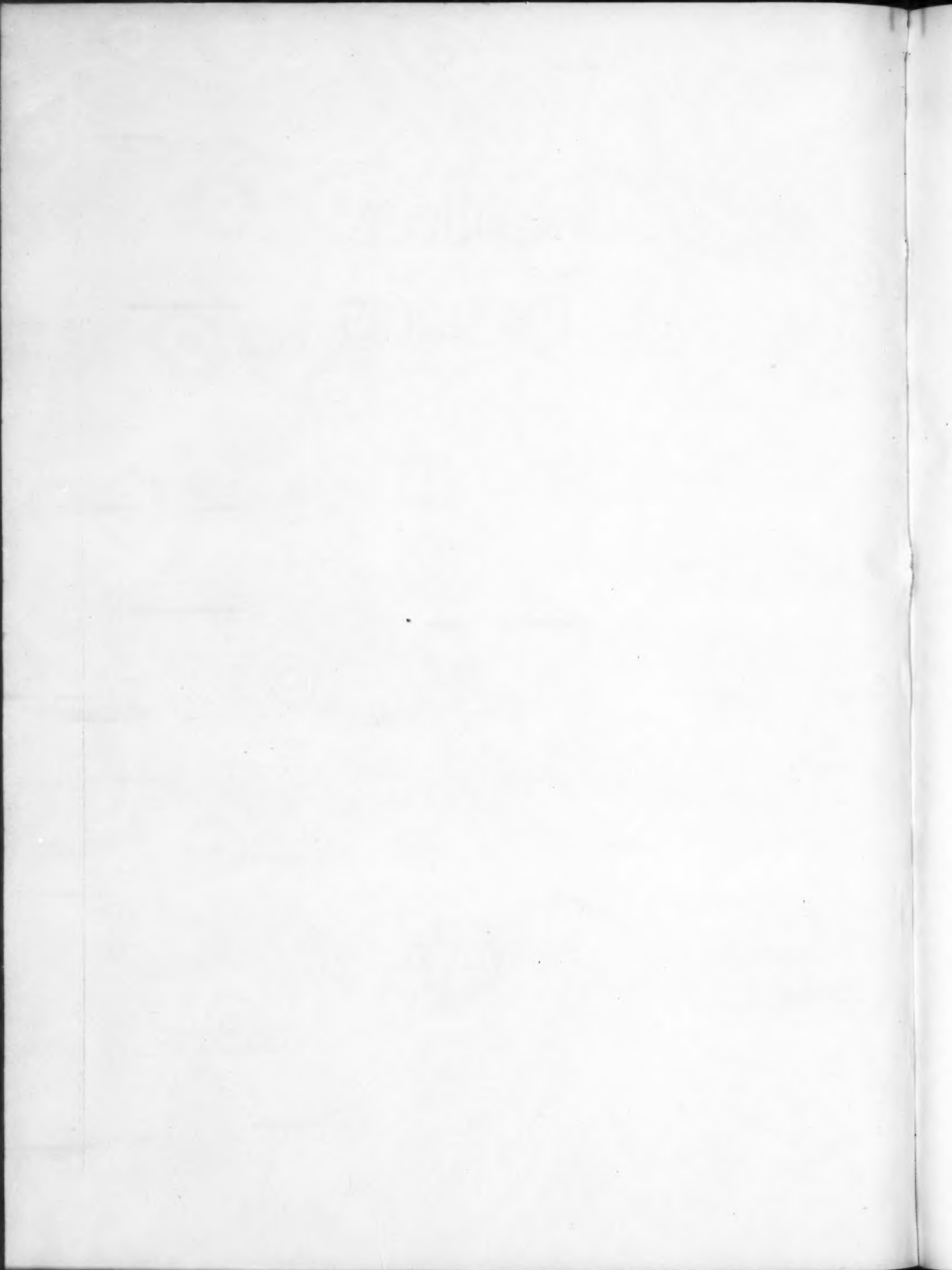
VOLUME VIII

JANUARY TO JUNE, INCLUSIVE

1950



CHICAGO
1950



INDEX TO VOLUME 8

JANUARY TO JUNE, 1950

The various articles are indexed under the author and subject. Abbreviations used in this index are: Ja, January; F, February; Mr, March; Ap, April; My, May; J, June; (Ed.) Editorial; (G.E.) Guest Editorial; op., opposite; (Q.A.) Questions and Answers.

Accidents: See Safety Programs
Accounting, another accountant speaks, G. P. Ellis.....Mr 44
are college financial reports faulty, A. Lincicome.....Mr 43
Administration, art of compromise (Ed.).....My 18
business manager and trustees, C. B. Ketcham.....Ja 11
encouraging trend (Ed.).....Ja 10
faulty planning (Ed.).....Mr 18
for better cooperation between administration and faculty, G. E. Snively (G.E.).....Ap 17
large university needs central office to handle nonteaching personnel, C. T. Clark.....J 26
man and job (Ed.).....Ap 18
minimum personnel staff (Q.A.).....Mr 6
president's door should always be open, A. F. Myers (G.E.).....J 17
student welfare becomes third division of administration, J. B. Culpepper.....Ap 41
to whom responsible (Q.A.).....Ap 8
what are we business officers worth, B. Bump (G.E.).....F 9
Ahern, John J., Must there be another residence hall fire.....Ap 10
Alabama Polytechnic Institute, A.P.I. has foolproof system of cafeteria cash control, I. Jones.....J 47
student health service, J. T. Strickland.....My 45
Architects: See Plant Additions and Campus Expansion
Associations and Organizations, convention timing (Ed.).....My 18
directory of.....Ja 48, F 56, Mr 70, Ap 64, My 66, J 68
encouraging trend (Ed.).....Ja 10
Athletics, concessionaire sales (Q.A.).....J 6
designing entire campus for junior college, G. H. Bell and F. Kennedy Jr.....Ap 36
field house and stadium combination at Omaha, T. Townsend.....Ap 32
gymnasium is hub of college activity.....Ap 30
plant for training men in physical education, W. W. Parker.....Mr 30
portable bleachers (Q.A.).....Ap 6
portable bleachers can be safe, N. E. Borgerson and R. S. Strolle.....F 35
steel stadium at Penn State seats 30,000, G. W. Ebert.....Ap 34
Audio-Visual Education, audio-visual education center, H. E. Hansen.....F 20
photographic service (Q.A.).....Mr 6
Augsburg College, Minneapolis, science building for small college and theological seminary, O. Rogne.....Mr 37
Auxiliary Enterprises, contracting for board (Q.A.).....Ja 6
Middlebury operates central print shop, G. H. Huban.....J 29
photographic services (Q.A.).....Mr 6

Bard College, Annandale-on-Hudson, N.Y., with its own volunteer fire department, this college feels fire-safe, O. W. Robinson.....My 42

Bell, George H., and Kennedy, Frederick, Jr., Designing entire campus for junior college.....Ap 36
Bennett, Richard M., Style, not styles for college and university buildings.....My 29
Berg, Emil, biographical sketch.....Mr 4
Student health center for Kent State.....Mr 32
Betts, Edgar H., biographical sketch.....F 11
Trustees are people.....F 11
Blackburn College, Carlinville, Ill., every student works his way, R. P. Ludlum.....Ap 24
Blackwell, T. E., Colleges and law of copyright.....F 31
College disciplinary committee and courts.....My 44
Deposit of university funds with state treasurer.....Mr 48
Minors and contract of enrollment.....Ap 27
Tax legislation by administrative fiat, Part 1.....J 32
Taxation of fellowships.....Ja 17
Bookstores, purchasing books (Q.A.).....F 6
Borgerson, Norman E., and Strolle, Roland S., Portable bleachers can be safe.....F 35
Boston University, chapel symbolizes centrality of religion in educational program, G. A. Hastings.....J 33
Bowdoin College, Brunswick, Me., fraternity food is centrally purchased, D. D. Lancaster.....My 40
Brattin, Barbara, Picture of nonacademic employee.....Ja 14
Budget, budgeting for maintenance, W. W. Kraft.....My 37
setting up small college budget, J. W. Getzendanner Jr.....Mr 27
Bump, Boardman, What are we business officers worth (G.E.).....F 9
Business Organization, are college financial reports faulty, A. Lincicome.....Mr 43
business manager and trustees, C. B. Ketcham.....Ja 11
establishing and operating central system of personnel records, O. E. Myers Jr.....Ap 43
to whom responsible (Q.A.).....Ap 6
what are we business officers worth, B. Bump (G.E.).....F 9

Cafeterias: See Food and Food Service
Campus Expansion: See Plant Additions and Campus Expansion
Case Institute of Technology, union building eliminates former streetcar college atmosphere, F. Noffke.....Ja 24
Caveny, Charles C., Common goal for faculty and nonacademic personnel (G.E.).....Ja 9
Chapman, D. W., Portion control from purchasing point of view.....Ap 45
Churchill, George W., Former barrack and \$10,000 add up to demonstration home.....My 36
City College of New York, dealing with press, L. M. Nichols.....Ja 13
Clark, Charles T., biographical sketch.....J 4
Large university needs central office to handle nonteaching personnel.....J 26
Cochran, F. Morris, What should investments in common stocks accomplish.....My 22
College Unions, aids to planning student union, R. C. Williams.....My 33
college bowling alleys (Q.A.).....J 6
hiring union director (Q.A.).....My 6
union building at Case, F. Noffke.....Ja 24

Community Relations: See Publicity and Public Relations
Conrad, Ernest M., Administration building.....F 26
biographical sketch.....F 4
Construction: See Plant Additions and Campus Expansion
Consulting Engineers: See Plant Additions and Campus Expansion
Controls: See Over-All Controls
Cornell University, what furnishings should be provided in college room, R. E. Davis.....F 14
Cottle, C. Sidney, biographical sketch.....J 4
and Whitman, W. Tate, Formula plans and educational endowments.....J 24
Courts: See Legal Decisions and Legislation
Cox, Philip S., Georgetown gains classroom and studio space, too.....J 36
Culpepper, J. Broward, biographical sketch.....Ap 4
Student welfare becomes third division of administration.....Ap 41

Davis, Ruth E., What furnishings should be provided in college room.....F 14
Dental and Medical Clinics: See Student Health Service and Hospital
Designs and Plans, administration building, E. M. Conrad.....F 26
at center of Boston University campus, chapel symbolizes centrality of religion in educational program, G. A. Hastings.....J 33
barracks beautified, E. Hoff.....Mr 29
chapel dominates grounds at Pennsylvania College, H. Gunderman.....J 34
chapel solves three problems at Union, W. M. Hearn.....J 35
designing entire campus for junior college, G. H. Bell and F. Kennedy Jr.....Ap 36
faulty planning (Ed.).....Mr 18
field house and stadium combination at Omaha, T. Townsend.....Ap 32
former barrack and \$10,000 add up to demonstration home, G. W. Churchill.....My 36
Georgetown gains classroom and studio space, too, P. S. Cox.....J 36
gymnasium is hub of college activity, E. H. Olsen.....Ap 30
modern vs traditional in college design, P. E. Keene.....Mr 19
plant for engineering laboratories and research, J. H. Lampe.....Ja 27
plant for training men in physical education, W. W. Parker.....Mr 30
remodeling job increases occupancy of former mansion, H. Gunderman.....Ja 22
Rice Institute attains real functionalism in its library, W. S. Dix.....J 37
science building for small college and theological seminary, O. Rogne.....Mr 37
science building remodeled, R. J. Watts.....F 28
student health center for Kent State, E. Berg.....Mr 32
style, not styles for college and university buildings, R. M. Bennett.....My 29
T.C.U.'s auditorium and fine arts building, T. S. McCorkle.....F 23
undesirable room has become modern laboratory for industrial arts, I. Hostetler.....My 34
union building at Case, F. Noffke.....Ja 24
See also Plant Additions and Campus Expansion

Dining Halls: See Auxiliary Enterprises; Food and Food Service
Disbursements: See Accounting
Dishwashing: See Food and Food Service
Dix, William S., biographical sketch.....J 4
Rice Institute attains real functionalism in its library.....J 37
Dormitories: See Auxiliary Enterprises; Plant Additions and Campus Expansion
Duke University, Durham, N.C., catering is important part of inauguration, T. W. Minah.....Ap 47

Ebert, G. W., Steel stadium at Penn State seats 30,000.....Ap 34
Ellis, G. P., Another accountant speaks.....Mr 44
Emory University, Emory University, Ga., cafeteria operation at small university, L. R. Haynie.....F 36
Employees: See Personnel
Employment of Students: See Student Funds
Endowments, are donors properly cultivated, B. P. Taylor.....Ap 22
formula plans and educational endowments, C. S. Cottle and W. T. Whitman.....J 24
income gift plan, H. W. Knopp and A. F. Scribner.....Mr 22
See also Finance; Tuition
Enrollments, if state support continues to shrink, R. L. Williams.....Ja 20
minors and contract of enrollment, T. E. Blackwell.....Ap 27
should there be college training for all, S. E. Harris (G.E.).....My 17
space utilization at Minnesota, W. T. Middlebrook.....My 24
Equipment, field house and stadium combination at Omaha, T. Townsend.....Ap 32
fire extinguishers, their selection, maintenance and use, W. G. Labes.....Ja 37, F 41, Mr 49
portable bleachers (Q.A.).....Ap 6
portable bleachers can be safe, N. E. Borgerson and R. S. Strolle.....F 35
replacement reserve funds (Q.A.).....Ap 6
service contracts (Q.A.).....Ja 6
Equipment: See also Purchasing and Stores; What's New
Evansville College, Evansville, Ind., town and gown, L. B. Hale.....My 19

Faculty: See Personnel
Federal Aids: See Government Agencies
Federal Control: See Over-All Controls
Fellowships: See Student Funds
Finance, are donors properly cultivated, B. P. Taylor.....Ap 22
building costs (Q.A.).....Ja 6
deposit of university funds with state treasurer, T. E. Blackwell.....Mr 48
forget something (Ed.).....Mr 18
formula plans and educational endowments, C. S. Cottle and W. T. Whitman.....J 24
income gift plan, H. W. Knopp and A. F. Scribner.....Mr 22
insurance is safeguard for college finances, W. S. McCready.....F 17
replacement reserve funds (Q.A.).....Ap 6
setting up small college budget, J. W. Getzendanner Jr.....Mr 27
small private college, almshouse or fortress, R. P. Stanley.....J 19
survey of building costs.....Ja 21, F19, Mr 47
unit costs (Q.A.).....Ja 6
what should investments in common stocks accomplish, F. M. Cochran.....My 22
who's right (Ed.).....J 18
See Publicity and Public Relations; Reports; News of Month
Financial Reports: See Reports
Fire Prevention: See Safety Programs
Florida State University, student welfare becomes third division of administration, J. Broward Culpepper.....Ap 41
Food and Food Service, A.P.I. has foolproof system of cafeteria, I. Jones.....J 47
are meals taxable (Q.A.).....Mr 6
cafeteria operation at small university, L. R. Haynie.....F 36
catering is important part of inauguration, T. W. Minah.....Ap 47

FOOD AND FOOD SERVICE, Contd.
contracting for board (Q.A.).....Ja 6
dining room arrangements (Q.A.).....My 6
fraternity food is centrally purchased at Bowdoin, D. D. Lancaster.....My 40
fresh facts about frozen foods, P. P. Logan.....Ja 34
frozen citrus juice eliminates squeeze, O. M. Thomas.....J 49
how university cafeteria meets big city competition, W. F. Stevens.....My 49
meat casseroles to please palate, R. Staggs.....F 38
planning and handling emergency service catering, R. A. Summers.....My 47
portion control from purchasing point of view, D. W. Chapman.....Ap 45
what's story on precut frozen meat, H. W. Herman.....Mr 45
Funds: See Finance; Student Funds
Furnishings, how much furniture should be provided in student rooms, A. J. Johnson.....Mr 34
what furnishings should be provided in college room, R. E. Davis.....F 14

Georgetown College, Georgetown, Ky., gains classroom and studio space, too, P. S. Cox.....J 36
Getzendanner, Joseph W., Jr., biographical sketch.....Mr 4
Setting up small college budget.....Mr 27
Gould, Laurence M., Is federal aid only alternative (G.E.).....Mr 17
Governing Boards, business manager and trustees, C. B. Ketcham.....Ja 11
trustees are people, E. H. Betts.....F 11
Government Agencies, are meals taxable (Q.A.).....Mr 6
crazy business (Ed.).....F 10
democracy's college (Ed.).....Ap 18
is federal aid only alternative, L. M. Gould (G.E.).....Mr 17
taxable income (Q.A.).....Ap 6
watch out (Ed.).....Ja 10
who's right (Ed.).....J 18
Grounds, campus lawns (Q.A.).....Ja 6
personnel most important element of grounds maintenance, J. H. Kreinheder.....Mr 40
See also Plant Operation and Maintenance
Grove, Fred, What can school do when calamity strikes.....F 15
Gunderman, Hanna, biographical sketch.....Ja 4
Chapel dominates grounds at Pennsylvania College.....J 34
Remodeling job increases occupancy of former mansion.....Ja 22
Gymnasiums: See Plant Additions and Campus Expansion

Hagerty, Philip E., and Quinn, Robert A., How inflation affected academic salaries.....My 27
Hale, Lincoln Bell, biographical sketch.....My 4
Town and gown.....My 19
Hansen, Helge E., Audio-visual education center.....F 20
Harris, Seymour E., Should there be college training for all (G.E.).....My 17
Hastings, George A., At center of Boston University campus, chapel symbolizes centrality of religion in educational program.....J 33
Haynie, Lorene Ray, Cafeteria operation at small university.....F 36
Hearn, W. M., Chapel solves three problems at Union.....J 35
Herman, Harold W., What's story on precut frozen meat.....Mr 45
Hoff, Earl, Barracks beautified at Indiana University.....Mr 29
Horn, Harry W., biographical sketch.....J 4
Satisfactory lighting.....J 42
Hostetler, Ivan, Undesirable room has become modern laboratory for industrial arts.....My 34
Housing, how to keep faculty contented, E. Raum.....Ja 18
Huban, George H., Middlebury operates central print shop.....J 29

Income: See Auxiliary Enterprises; Endowments; Tuition
Indiana University, barracks beautified, E. Hoff.....Mr 29
Instructional and Research Departments, plant for engineering laboratories and research, J. H. Lampe.....Ja 27
should there be college training for all, S. E. Harris (G.E.).....My 17
what kind of education (Ed.).....Mr 18
Insurance, do your insurance policies insure, M. A. Rauh.....Ap 29
insurance is safeguard for college finances, W. S. McCready.....F 17
Interior Decoration: See Furnishings
Inventories: See Purchasing and Stores
Investment Management, formula plans and educational endowments, C. S. Cottle and W. T. Whitman.....J 24
trustees are people, E. H. Betts.....F 11
what should investments in common stocks accomplish, F. M. Cochran.....My 22
who's right (Ed.).....J 18

Janitorial Service: See Personnel; Plant Operation and Maintenance
Janus, Sidney Q., Human element in personnel work.....J 28
Job Training: See Personnel
Johns Hopkins University, how university cafeteria meets big city competition, W. F. Stevens.....My 49
Johnson, A. J., biographical sketch.....Mr 4
How much furniture should be provided in student rooms.....Mr 34
Jones, Ibbie, A.P.I. has foolproof system of cafeteria.....J 47
Junior Colleges, designing entire campus for junior college, G. H. Bell and F. Kennedy Jr.....Ap 36

Keene, Philip E., Modern vs traditional in college design.....Mr 19
Kennedy, Frederick, Jr.: See Bell, George H., jt. auth.
Kent State University, Kent, Ohio, student health center, E. Berg.....Mr 32
Ketcham, Charles B., biographical sketch.....Ja 4
Business manager and trustees.....Ja 11
Knopp, Herbert W., and Scribner, Albert F., Income gift plan.....Mr 22
Kraft, Walter W., biographical sketch.....My 4
Budgeting for maintenance.....My 37
Kreinheder, John H., Personnel most important element of grounds maintenance.....Mr 40

Labes, Will's G., biographical sketch.....Ja 4
Fire extinguishers, their selection, maintenance and use Ja 37; F 41; Mr 49
Lampe, J. H., Plant for engineering laboratories and research.....Ja 27
Lancaster, Donovan Dean, biographical sketch.....My 4
Fraternity food is centrally purchased at Bowdoin.....My 40
Landscaping: See Grounds
Lawns: See Grounds
Lawrence College, Appleton, Wis., science building remodeled, R. J. Watts.....F 28
Legal Decisions and Legislation, colleges and law of copyright, T. E. Blackwell.....F 31
college disciplinary committee and courts, T. E. Blackwell.....My 44
deposit of university funds with state treasurer, T. E. Blackwell.....Mr 48
minors and contract of enrollment, T. E. Blackwell.....Ap 27
tax legislation by administrative fiat, Part 1, T. E. Blackwell.....J 32
taxation of fellowships, T. E. Blackwell.....Ja 17
watch out (Ed.).....Ja 10
who's right (Ed.).....J 18
Legislation: See Legal Decisions and Legislation
Liability: See Insurance

Libraries, designing entire campus for junior college, G. H. Bell and F. Kennedy Jr.	Ap. 36
purchasing books (Q.A.)	F 6
Rice Institute attains real functionalism in its library, W. S. Dix	J 37
Lincicome, Arthur, Are college financial reports faulty	Mr 43
Logan, Paul P., Fresh facts about frozen foods	Ja 34
Ludlum, Robert P., biographical sketch	Ap 4
Every student at Blackburn College works his way	Ap 24

Maintenance: See Plant Operation and Maintenance

Mallinson, George Greisen, Parking automobiles can become real problem	Ap 49
Marble, Norman W., biographical sketch	Ja 4
Planning for maintenance in new construction	Ja 32
McCloud, Robert J., Service center for maintenance and supply	Ja 33
McCorkle, T. Smith, biographical sketch	F 4
T.C.U.'s auditorium and fine arts building	F 23
McCreedy, W. Stewart, biographical sketch	F 4
Insurance is safeguard for college finances	F 17
Mechanical Accounting, A.P.I. has fool-proof system of cafeteria cash control, I. Jones	J 47
Medical Clinics: See Student Health Service and Hospitals	
Meyer, L. D., Educating department heads in purchasing procedure	J 21
Middlebrook, W. T., Space utilization worked out at Minnesota	My 24
Middlebury College, Middlebury, Vt., operates central print shop, G. H. Huban	J 29
personnel most important element of grounds maintenance, J. H. Krein-heder	Mr 40
planning and handling emergency service catering, R. A. Summers	My 47
Minah, Theodore W., Catering is important part of inauguration	Ap 47
Morningside College, Sioux City, Iowa, gymnasium is hub of college activity, E. H. Olsen	Ap 30
Mount San Antonio Junior College, Pomona, Calif., designing entire campus for junior college, G. H. Bell and F. Kennedy Jr.	Ap 36
Myers, Alonzo F., biographical sketch	J 4
President's door should always be open (G.E.)	J 17
Myers, Orie E., Jr., Establishing and operating central system of personnel records	Ap 43

News of the Month

Ja 40; F 44; Mr 51; Ap 51; My 51; J 51	
Nichols, Lester M., Dealing with press	Ja 13
Noffke, Frank, Union building at Case	Ja 24
Nonacademic Employees: See Personnel	
North Carolina State College, plant for engineering laboratories and research, J. H. Lampe	Ja 27
undesirable room has become modern laboratory for industrial arts, I. Hostetler	My 34
North Texas State College, service center for maintenance and supply, R. J. McCloud	Ja 33

Office Management: See Administration; Business Organization

Oklahoma A. & M. College, educating department heads in purchasing procedure, L. D. Meyer	J 21
Olsen, Elwood H., biographical sketch	Ap 4
Gymnasium is hub of college activity	Ap 30
Organizations: See Associations and Organizations	
Over-All Controls, academic freedom for what (Ed.)	My 18
if state support continues to shrink, R. L. Williams	Ja 20

Parker, W. W., biographical sketch	Mr 4
Plant for training men in physical education	Mr 30
Patterson, Stanley, Central air conditioning	F 32
Pay Roll, how inflation affected academic salaries, P. E. Hagerty and R. A. Quinn	My 27
See also Accounting; Finance	
Pennsylvania College for Women, chapel dominates grounds, H. Gunderman	J 34
remodeling job increases occupancy of former mansion, H. Gunderman	Ja 22
Pennsylvania State College, steel stadium at Penn State seats 30,000, G. W. Ebert	Ap 34
Personnel, academic freedom for what (Ed.)	My 18
common goal for faculty and non-academic personnel, C. C. Caveny (G.E.)	Ja 9
educating department heads in purchasing procedure, L. D. Meyer	J 21
establishing and operating central system of personnel records, O. E. Myers Jr.	Ap 43
for better cooperation between administration and faculty, G. E. Snively (G.E.)	Ap 17
hiring clerical help (Q.A.)	J 6
hiring union director (Q.A.)	My 6
how inflation affected academic salaries, P. E. Hagerty and R. A. Quinn	My 27
how to keep faculty contented, E. Raum	Ja 18
human element in personnel work, S. Q. Janus	J 28
large university needs central office to handle nonteaching personnel, C. T. Clark	J 26
maid's duties (Q.A.)	F 6
man and job (Ed.)	Ap 18
minimum personnel staff (Q.A.)	Mr 6
personnel most important element of grounds maintenance, J. H. Krein-heder	Mr 40
picture of nonacademic employe, B. Brattin	Ja 14
president's door should always be open, A. F. Myers (G.E.)	J 17
social security (Ed.)	F 10
to whom responsible (Q.A.)	Ap 6
Plant Additions and Campus Expansion, administration, E. M. Conrad	F 26
at center of Boston University campus, chapel symbolizes centrality of religion in educational program, G. A. Hastings	J 33
building costs (Q.A.)	Ja 6
chapel dominates grounds at Pennsylvania College, H. Gunderman	J 34
chapel solves three problems at Union, W. M. Hearn	J 35
expansion plans (Q.A.)	My 6
former barrack and \$10,000 add up to demonstration home, G. W. Churchill	My 36
Georgetown gains classroom and studio space, too, P. S. Cox	J 36
income gift plan, H. W. Knopp and A. F. Scribner	Mr 22
modern vs traditional in college design, P. E. Keene	Mr 19
planning for maintenance in new construction, N. W. Marble	Ja 32
plant for engineering laboratories and research, J. H. Lampe	Ja 27
remodeling job increases occupancy of former mansion, H. Gunderman	Ja 22
satisfactory lighting, H. W. Horn	J 42
service center for maintenance and supply, R. J. McCloud	Ja 33
T.C.U.'s auditorium and fine arts building, T. S. McCorkle	F 23
union building at Case, F. Noffke	Ja 24
Plant Operation and Maintenance, budgeting for maintenance, W. W. Kraft	My 37
central air conditioning, S. Patterson	F 32
cost of air conditioning (Q.A.)	Mr 6
fire extinguishers, their selection, maintenance and use, W. G. Labes	Ja 37; F 41; Mr 49
floor protection (Q.A.)	J 6
new techniques in radiant heating	F 34
paint over wall covering (Q.A.)	My 6
personnel most important element of grounds maintenance, J. H. Krein-heder	Mr 40
planning for maintenance in new construction, N. W. Marble	Ja 32

PLANT OPERATION, Contd.

satisfactory lighting, H. W. Horn	J 42
service center for maintenance and supply, R. J. McCloud	Ja 33
Porter, Harold T., biographical sketch	Mr 4
Public relations aspect of purchasing	Mr 24
Privately Controlled Institutions, small private college, almshouse or fortress, R. P. Stanley	J 19
Publicity and Public Relations, are donors properly cultivated, B. P. Taylor	Ap 22
art of compromise (Ed.)	My 18
centennial celebration takes good six months of planning, G. M. Smith	J 46
dealing with press, L. M. Nichols	Ja 13
forget something (Ed.)	Mr 18
human element in personnel work, S. Q. Janus	J 28
poor business (Ed.)	Ap 18
president's door should always be open, A. F. Myers (G.E.)	J 17
public relations aspect of purchasing, H. T. Porter	Mr 24
small private college, almshouse or fortress, R. P. Stanley	J 19
town and gown, L. B. Hale	My 19
what are we business officers worth, B. Bump (G.E.)	F 9
what can school do when calamity strikes, F. Grove	F 15
Purchasing and Stores, educating department heads in purchasing procedure, L. D. Meyer	J 21
fire extinguishers, their selection, maintenance and use, W. G. Labes	Ja 37; F 41; Mr 49
fraternity food is centrally purchased, D. D. Lancaster	My 40
musical instruments (Q.A.)	F 6
portion control from purchasing point of view, D. W. Chapman	Ap 45
public relations aspect of purchasing, H. T. Porter	Mr 24
purchasing books (Q.A.)	F 6
replacement reserve funds (Q.A.)	Ap 6
what effect devaluation (Q.A.)	F 6
what's story on precut frozen meat, H. W. Herman	Mr 45
Purdue University, portion control from purchasing point of view, D. W. Chapman	Ap 45

Quinn, Robert A.: See Hagerty, Philip E., jt. auth.

Rauh, Morton A., biographical sketch	Ap 4
Do your insurance policies insure	Ap 28
Raum, Ernie, How to keep faculty contented	Ja 18
Regents: See Governing Boards	
Relationships With Governmental Agencies: See Government Agencies	
Reports, are college financial reports faulty, A. Lincicome	Mr 43
Rice Institute, Houston, Tex., attains real functionalism in its library, W. S. Dix	J 37
Robinson, Ormsbee W., With its own volunteer fire department, this college feels fire-safe	My 42
Rogne, Olaf, biographical sketch	Mr 4
Science building for small college and theological seminary	Mr 37

Safety Programs, fire extinguishers, their selection, maintenance and use, W. G. Labes	Ja 37; F 41; Mr 49
must there be another residence hall fire, J. J. Ahern	Ap 9
parking automobiles can become real problem, G. G. Mallinson	Ap 49
with its own volunteer fire department, this college feels fire-safe, O. W. Robinson	My 42
Salaries: See Pay Roll; Personnel	
San Angelo Junior College, San Angelo, Tex., new techniques in radiant heating	F 34

- Scribner, Albert F., biographical sketch. Mr 4
See Knopp, Herbert W., jt. auth.
- Smith, George M., Centennial celebration takes good six months of planning J 46
- Snively, Guy E., For better cooperation between administration and faculty (G.E.) Ap 17
- Social Security: See Staff Welfare
- Southeast Missouri State College, Cape Girardeau, plant for training men in physical education, W. W. Parker Mr 30
- Southern Methodist University, central air conditioning, S. Patterson F 32
- Staff Welfare, social security (Ed.) F 10
taxable income (Q.A.) Ap 6
- Staggs, Reba, Meat casseroles to please palate F 38
- Stanley, Robert P., Small private college, almshouse or fortress J 19
- State Controls: See Over-All Controls
- Statistical Studies, if state support continues to shrink, R. L. Williams Ja 20
picture of nonacademic employe, B. Brattin Ja 14
space utilization at Minnesota, W. T. Middlebrook My 24
survey of building costs Ja 21; F 19; Mr 47; My 26; J 45
what kind of education (Ed.) Mr 18
- Stevens, Walter F., How university cafeteria meets big city competition My 49
- Stores: See Purchasing and Stores
- Strickland, John T., Student health service My 45
- Strolle, Roland S.: See Borgerson, Norman E., jt. auth.
- Student Business Operations: See Student Funds; Auxiliary Enterprises
- Student Funds, crazy business (Ed.) F 10
every student at Blackburn College works his way, R. P. Ludlum Ap 24
student welfare becomes third division of administration, J. B. Culpepper Ap 41
- STUDENT FUNDS, Contd.
taxation of fellowships, T. E. Blackwell Ja 17
- Student Health Service and Hospital, student health service, J. T. Strickland My 45
student health center for Kent State, E. Berg Mr 32
student welfare becomes third division of administration, J. B. Culpepper Ap 41
- Student Organization Funds: See Student Funds
- Student Unions: See College Unions
- Subscriptions: See Endowments; Financial Campaigns
- Summers, Robert A., Planning and handling emergency service catering My 47
- Surveys: See Statistical Studies
- Taylor, Bernard P., Are donors properly cultivated Ap 22
biographical sketch Ap 4
- Texas Christian University, T.C.U.'s auditorium and fine arts building, T. S. McCorkle F 23
- Thomas, Orpha Mae, biographical sketch J 4
- Frozen citrus juice eliminates squeeze J 49
- Townsend, Tom, Field house and stadium combination at Omaha Ap 32
- Training: See Personnel
- Trees: See Grounds
- Trinity College, Hartford, Conn., setting up small college budget, J. W. Getzendanner Jr. Mr 27
- Trustees: See Governing Boards
- Tuition, poor business (Ed.) Ap 18
- Union College, Barbourville, Ky., chapel solves three problems, W. M. Hearn J 35
- Unions: See College Unions
- Unit Costs: See Finance
- University of Illinois, common goal for faculty and nonacademic personnel, C. C. Caveny (G.E.) Ja 9
satisfactory lighting, H. W. Horn J 42
- University of Michigan, audio-visual education center, H. E. Hansen F 20
- University of Minnesota, space utilization, W. T. Middlebrook My 24
- University of Oklahoma, budgeting for maintenance, W. W. Kraft My 37
what can school do when calamity strikes, F. Grove F 15
- University of Omaha, field house and stadium combination at Omaha, T. Townsend Ap 32
- University of Texas, large university needs central office to handle non-teaching personnel, C. T. Clark J 26
- University of Washington, administration building, E. M. Conrad F 26
- Valparaiso University, Valparaiso, Ind., income gift plan, H. W. Knopp and A. F. Scribner Mr 22
- Watts, Ralph J., biographical sketch F 4
Science building remodeled F 28
- Western Michigan College of Education, parking automobiles can become real problem, G. G. Mallinson Ap 49
- What's New Ja 77; F 79; Mr. 93; Ap 85; My 95; J 81
- Whitman, W. Tate, biographical sketch J 4
See Cottle, C. Sidney, jt. auth.
- Williams, Richard Campbell, biographical sketch My 4
Aids to planning student union My 33
- Williams, Robert L., If state support continues to shrink Ja 20

